



Job Announcement

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Opening Date:	October 31, 2013	Closing Date:	November 14, 2013
Job Title:	District Court Clerk I - Criminal	Position Type:	Contractual Full Time
PIN:	900001		(No State Benefits)
Location:	District 5, Prince George's County	FLSA Status:	Non-Exempt
	Upper Marlboro, MD	Grade/Entry Salary:	J05 \$13.22 - \$15.65 per hour
Financial Disclosure:	No		(Depending on Qualifications)

If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.

Essential functions: Work involves stripping criminal and traffic case files to send to the Warehouse; inspect case to ensure it should be stripped, remove contents from file jacket and put cases in order to be boxed for storage. Prepare appropriate transmittals. Receive civil mail daily and file in appropriate jacket. Distribute and pick up mail and cases and deliver to various offices in the courthouse. Acts as back up counter clerk and assist with phones when needed. Greets and assists the public, police, attorneys and court personnel; responds to inquiries regarding the proper completion of various court related forms and provides information regarding court policies and procedures and other duties as assigned.

Education: High school diploma or GED.

Experience: Two years of general clerical work experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Ability to operate a personal computer and cash register. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed filing systems; ability to exercise tact and understanding in stressful situations; ability to interpret and follow complex directions. Ability to interpret rules, procedures and law. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) or resume/cover letter stating position title, location and PIN number. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.